

STATE OF CONNECTICUT  
DEPARTMENT OF CORRECTION  
ADMINISTRATIVE DIRECTIVES  
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April 2004

Transmittal Memorandum #96

Directive Numbers	Title	Review Date	Effective Date	Prior Effective Date
1	<u>ADMINISTRATION, ORGANIZATION AND MANAGEMENT</u>			
1.1	Statement of Mission, Vision, and Code of Ethics		09/29/03	07/17/95
1.2	Organization		03/05/03	03/15/99
1.3	Administrative Directives, Manuals, Forms Management and Post Orders		03/05/03	08/04/97
1.4	Cooperation with Community and Governmental Organizations		09/15/99	04/01/99
1.5	Public Information and News Media Relations		03/09/01	09/25/00
1.6	Monthly and Annual Reports		07/01/96	02/22/94
1.7	Research		05/01/98	07/01/96
1.8	Departmental Public Relations		10/18/95	
1.9	Audits		03/15/99	06/01/98
1.10	Investigations		09/15/99	03/15/99
1.11	Access to Public Meetings in a Correctional Facility		02/21/97	
1.12	Legal Counsel or Representation of Staff		06/01/98	11/03/97
2	<u>HUMAN RESOURCES</u>			
2.1	Equal Employment Opportunity and Affirmative Action		10/16/96	04/01/92
2.2	Sexual Harassment		02/10/04	10/15/03
2.3	Employee Selection, Transfer and Promotion		01/12/98	10/18/95
2.4	Employee Separation and Reemployment		02/08/02	08/03/98
2.5	Performance Appraisals		02/08/02	08/03/98
2.6	Employee Discipline		02/08/02	01/15/99
2.7	Training and Staff Development		03/05/03	08/03/98
2.8	Employee Benefits		03/05/03	10/12/99
2.9	Employee Recognition		03/05/03	02/08/02
2.10	Employee Centered Programs		03/09/01	10/16/96
2.11	Employee Dependability		01/03/00	05/01/98
2.12	Employee Health and Safety		02/08/02	08/03/98
2.13	Employee Uniform, Personal Appearance and Identification		10/01/97	12/12/94
2.14	Personnel Records		05/10/02	08/03/98
2.15	Custodial Staff Deployment		03/15/99	01/12/98
2.16	Honor Guard and Bagpipe and Drum Band		03/15/00	08/03/98
2.17	Employee Conduct		05/10/02	03/15/00
2.18	Critical Incident Stress Response Program		10/12/99	07/01/96
2.19	Employee Health		08/03/98	10/06/93
2.20	Early Closings, Late Openings and General Closings		01/29/02	07/31/00
2.21	Smoke and Drug Free Workplace		05/10/02	10/01/98
2.22	Workplace Violence Prevention Policy		05/10/02	03/09/01
2.23	Job Sharing		05/10/02	03/15/00
3	<u>FISCAL OPERATIONS</u>			
3.1	Budget Process and Management		05/17/99	07/01/96
3.2	Handling of Funds		02/08/02	01/03/00
3.3	Procurements		08/16/99	07/01/96
3.4	Inventory Control		11/03/97	07/01/96
3.5	Correctional General Welfare Fund		03/05/03	02/08/02
3.6	Activity Funds		02/08/02	05/17/99
3.7	Inmate Monies		02/08/02	03/15/00
3.8	Commissary		02/08/02	01/12/98
3.9	Employee Travel and Use of Motor Vehicles		02/08/02	08/16/99
3.10	Fees, Reimbursements and Donations		03/15/00	08/04/97
3.11	Gate Money		02/08/02	10/01/98
3.12	Fees for Programs and Services		02/08/02	01/01/98
3.13	Grants and Contracts		03/15/00	

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4	<u>INFORMATION AND RECORDS MANAGEMENT</u>			
4.1	Offender Records		03/09/01	09/03/96
4.2	Sentence Computation and Timekeeping		04/09/04	03/09/01
4.3	Court Processes		03/09/01	09/03/96
4.4	Access to Inmate Information		03/09/01	09/03/96
4.5	Victim Services		01/03/00	10/01/97
4.6	Use of Computers and Related Technologies		04/09/04	03/05/03
5	<u>PHYSICAL PLANT</u>			
5.1	Projects, Capital Projects and Leases		04/09/04	07/01/96
5.2	Preventive Maintenance		04/09/04	03/29/96
5.3	Life and Fire Safety		04/09/04	03/09/01
5.4	Toxic Materials and Hazardous Communication Protocol		03/09/01	03/29/96
5.5	The Control of Hazardous Energy		04/09/04	03/29/96
6	<u>SECURITY AND CONTROL</u>			
6.1	Tours and Inspections		09/25/00	06/26/00
6.2	Facility Post Orders and Logs		07/01/96	08/01/92
6.3	Population Counts		04/09/04	08/03/98
6.4	Transportation and Community Supervision of Inmates		03/05/03	01/03/00
6.5	Use of Force		03/05/03	08/03/98
6.6	Reporting of Incidents		04/09/04	05/10/02
6.7	Searches		03/15/99	08/03/98
6.8	Urinalysis		03/05/03	09/25/00
6.9	Control of Contraband and Physical Evidence		09/15/99	08/03/98
6.10	Inmate Property		03/05/03	06/26/00
6.11	Canine Unit		01/24/03	03/15/99
6.14	Security Risk Groups*		02/21/97	12/18/95
6.15	Administration of Capital Punishment		07/23/97	
7	<u>SAFETY AND EMERGENCY PROCEDURES</u>			
7.1	Key and Tool Control		09/15/99	08/03/98
7.2	Armories		05/10/02	06/26/00
7.3	Emergency Plans		05/10/02	03/15/99
7.4	Emergency Response Units		03/15/99	01/15/99
7.5	Escapes		04/09/04	10/01/98
7.6	Facility Security Level and Standards		04/09/04	03/05/03
7.7	Radio Communications		04/09/04	03/05/03

Directive Numbers	Title	Review Date	Effective Date	Prior Effective Date
8	<u>HEALTH CARE SERVICE, HYGIENE AND SANITATION</u>			
8.1	Scope of Health Services Care		08/16/99	
8.2	Inmate Death		02/21/97	
8.3	Pharmacy Care		08/16/99	
8.4	Dental Services		08/16/99	
8.5	Mental Health Services		06/26/00	09/15/99
8.6	Credentials of Health Services Staff		08/16/99	
8.7	Health Records Management		08/16/99	
8.8	Psychoactive Medication		08/16/99	
8.10	Quality Assurance and Improvement		10/12/99	
8.11	Human Immunodeficiency Virus Infection		09/06/00	08/16/99
8.12	Placement of Children Born to Incarcerated Women		10/01/98	
8.13	Sex Offender Programs		09/15/99	
8.14	Suicide Prevention		09/15/99	07/01/99
8.15	Corrections Compact Health Services		10/12/99	
9	<u>CLASSIFICATION</u>			
9.1	Population Management		08/03/98	10/12/93
9.2	Inmate Classification		03/05/03	01/12/98
9.3	Admissions, Transfers and Discharges		03/05/03	03/09/01
9.4	Restrictive Status		10/01/98	10/18/95
9.5	Code of Penal Discipline*		03/05/03	02/16/98
9.6	Inmate Administrative Remedies		03/05/03	10/24/02
9.6	Remedios Administrativos de Confinados		03/05/03	
9.7	Inmate Classification and Case Management		11/27/95	
9.8	Furloughs		02/21/97	07/17/95
9.9	Protective Management		03/05/03	01/12/98
9.10	Inmate Identification and Movement		08/03/98	11/03/94
10	<u>INMATE PROGRAMS AND SERVICES</u>			
10.1	Inmate Assignment and Pay Plan		07/01/02	03/09/01
10.2	Inmate Education		05/17/99	03/29/96
10.3	Legal Assistance to Prisoners		03/15/99	03/29/96
10.4	Volunteer and Recreation Services		08/03/98	01/12/98
10.5	Public Service Work		08/03/98	12/12/94
10.6	Inmate Visits		03/05/03	05/17/99
10.7	Inmate Communications*		07/17/95	10/13/93
10.8	Religious Services		12/27/02	10/01/97
10.9	Inmate Marriages		08/03/98	10/19/92
10.10	Donations		RESCINDED	08/03/98
10.12	Inmate Orientation		11/27/95	
10.13	Inmate Programs		11/09/95	
10.14	Recreation and Leisure Time Activities		RESCINDED	12/12/94
10.18	Food Services		05/17/99	03/29/96
10.19	Americans with Disabilities Act		04/09/04	10/12/99
10.20	Correctional Enterprises of Connecticut		07/01/02	

\*Administrative Directive translated into Spanish